

## MILPERSMAN 1160-120

### HIGH YEAR TENURE

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<b>Reference</b>	(a) BUPERSINST 1001.39F (b) DoD Instruction 1332.29 (c) OPNAVINST 1900.4 (d) 10 U.S.C. 12301(d) (e) 10 U.S.C. 12302 (f) OPNAVINST 3060.7B (g) OPNAVINST 1040.11D
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1. **Purpose.** The High Year Tenure (HYT) Program is a vital and effective force shaping tool to properly size and shape the active and Reserve Navy. This is a total force policy which establishes standardized length-of-service (LOS) gates by pay grade balanced with a waiver process that allows Navy to retain the right Sailor. As one of Navy's key enlisted force shaping tools, the HYT Program enables viable career paths and advancement opportunity across all pay grades and LOS spectrums. The standardized HYT gates are established to allow Sailors the greatest flexibility to stay Navy in a stabilized force. Through this process, Navy enhances quality throughout continuum of service.

a. This article applies to members of the active, full time support (FTS), and selected Reserve (SELRES) communities within the Navy.

b. Unless HYT waiver approval is authorized by Navy Personnel Command (NAVPERSCOM), Active Duty (ACDU) and FTS personnel may only reenlist or extend up to their HYT date for their current pay grade. Personnel who have been selected for advancement to the next higher pay grade may reenlist or extend up to the HYT date of their prospective pay grade.

2. **Maximum Years of Service.** HYT gates by pay grade are outlined in the tables below. Use the following guidelines when computing active or SELRES service:

a. HYT dates for ACDU and FTS personnel are computed using ACDU service date (ADSD). HYT dates for SELRES personnel are computed using pay entry base date.

b. For ACDU and FTS Sailors in pay grades E-1 through E-4, use only total ACDU Navy service to compute HYT dates. See paragraph 11e(2) for guidance regarding HYT date corrections for other service veterans (OSVETS).

c. For ACDU and FTS Sailors in pay grades E-5 through E-9, use all earned active military service, from any service component, to compute HYT dates.

d. ACDU and FTS Sailors who previously accumulated ACDU service via annual training, ACDU training, ACDU for special work (ADSW), 1-year recall, presidential recall, and periods of mobilization must include these periods as part of their active military service. Drill periods are not considered ACDU and will not be included as part of the member's active military service.

ACDU (Including FTS)		
Grade	Years	Remarks
E-1 thru E-2	4	May not reenlist or extend unless approval is granted via NAVPERSCOM, Career Progression Division (PERS-8)
E-3	5	E-3 who "Passed Not Advanced" a Navy Wide Advancement Exam prior to March 2012 (Cycle 215) retain HYT gate of 8 years.
E-4	8	
E-5	14	E-5 HYT gate was modified to 14 years for Sailors with less than 10 years of total active military service as of 1 July 2005 (those Sailors whose ADSD is on or after 1 July 1995). E-5 Sailors with 10 or more years of total active military service as of 1 July 2005 retain their HYT gate of 20 years (those Sailors whose ADSD is on or before 30 June 1995).
E-6	20	
E-7	24	
E-8	26	
E-9	30	

CMDCM	32	CMDCM/FORCM (9580) selected for a 1- or 2-star flag/general officer assignment to complete a 3-year tour of duty.
CMDCM	35	CMDCM/FORCM/FLTCM (9580) selected for a 3- or 4-star flag/general officer assignment to complete a 3-year tour of duty.
MCPON	38	CMDCM/FORCM/FLTCM (9580) selected to serve as the Master Chief Petty Officer of the Navy (MCPON) to complete a 4-year tour of duty.

e. Command Master Chiefs (CMCs) may exceed 30 years service as indicated in the table above provided that they:

(1) Entered the Command Master Chief or Command Senior Chief (CSC) Program prior to completing 24 years of service;

(2) Served continuously as a CMC or CSC since entering the program; and

(3) Selected for a flag or general officer assignment and validated by the CMC detailer for eligibility. Progressive assignment should be considered to proceed past 30 years of service.

SELRES		
Grade	Years	Remarks
E-1 thru E-2	6	Not Eligible for HYT Waiver
E-3	10	
E-4	12	
E-5	20	
E-6	22	
E-7	24	
E-8	26	
E-9	30	

3. **ACDU HYT Waiver Eligibility.** ACDU and FTS requests to continue beyond established HYT gates will be considered on a case-by-case basis. Examples of requests which may be given favorable consideration include:

a. In support of urgent, immediate operational requirements in a deployed or soon-to-deploy unit.

b. Ratings which are identified as undermanned in Fleet RIDE.

c. Waivers for obligated service (OBLISERV):

(1) Waivers for OBLISERV apply only to service requirements incurred as a result of formal training. These waiver requests will be considered on an individual basis via normal waiver request procedures. OBLISERV stated on primary change of station orders does not override HYT dates unless an HYT waiver has been approved.

(2) E-3 and E-4 personnel approved for rating conversion (under Perform to Serve or the normal conversion process) via appropriate class "A" and or "C" schools will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement. Commands must liaise with NAVPERSCOM, Enlisted Retirement Branch (PERS-8354) to ensure the revised HYT date is accurately reflected in the enlisted master file (EMF).

(3) E-3 and E-4 personnel approved for in-rate advanced training ("C" school) will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement as outlined in paragraph 3c(2) above.

(4) E-4 personnel approved for the Selective Training and Reenlistment (STAR) Program are authorized to exceed HYT dates as they will be advanced to E-5 and will incur a 4- to 6-year OBLISERV requirement upon successful completion of required school.

**NOTE:** HYT waivers for the STAR Program are for first-term personnel only. HYT waivers will **not** be approved for any second or subsequent reenlistments under this program.

d. Personnel who desire to maximize selective reenlistment bonus (SRB) zones A, B, or C entitlement with an HYT waiver must submit and receive approval for an HYT waiver request prior to submitting their SRB precertification request. These requests will be considered on an individual basis.

e. Nuclear-trained Sailors must apply via Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management Branch (N133) for HYT waiver.

4. **SELRES HYT Waiver Eligibility.** Requests to continue beyond established SELRES HYT gates will be considered on a case-by-case basis. Examples of requests which may be given favorable consideration include:

a. In support of urgent, immediate operational requirements in a deployed or soon-to-deploy unit.

b. Ratings which are identified as undermanned.

5. **HYT Waiver Request Procedures**

a. Requests for ACDU and FTS HYT waivers shall normally be submitted using NAVPERS 1306/7 Enlisted Personnel Action Request, and should arrive at NAVPERSCOM (PERS-8354) 10 months prior to established HYT date. Nuclear-trained Sailors will submit HYT waiver requests to OPNAV (N133). In a time-critical situation, commands may send requests via naval message.

b. Requests for SELRES personnel HYT waivers shall be submitted to NAVPERSCOM, Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913) using NAVPERS 1306/7, and should arrive 10 months prior to established HYT date.

c. In both cases, ACDU/FTS and SELRES HYT requests should include, at a minimum, the following information:

(1) Member's full name and rate.

(2) Desired length of waiver in months.

(3) Provide justification to include any pertinent documentation and information. Request should indicate the

specific operational unit in which the member is seeking assignment (if applicable).

(4) CO's endorsement and signature. SELRES member's request should include an endorsement from the unit CO, the naval Reserve activity (NRA) CO, and is to include the following:

(a) Unit manning deficiencies;

(b) Ratings which are identified as undermanned; and

(c) Local availability of other personnel to meet billet requirements.

(5) Command point of contact.

d. NAVPERSCOM (PERS-8354) and NAVPERSCOM (PERS-913) will staff HYT waiver requests through the appropriate rating detailer and enlisted community manager. Final approval or disapproval resides with Bureau of Naval Personnel (BUPERS), Enlisted Community Management Branch (BUPERS-32) or OPNAV (N133) for nuclear-trained Sailors. Commands will be notified via naval message of waiver disposition. Sailors who receive an approved waiver will sign the following NAVPERS 1070/613 Administrative Remarks:

(Date): I understand that the High Year Tenure waiver (DTG of approval message) is subject to cancellation if I am unable to fulfill the mission per which the waiver was approved for. Requests to cancel this waiver will be coordinated with NAVPERSCOM (PERS-8354) for ACDU and FTS Sailors, or NAVPERS (PERS-913) for SELRES Sailors via my commanding officer for adjudication. Final disposition of waiver cancellation will be with Commander, Navy Personnel Command (CNPC)

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
(Witness Signature)

e. **Cancellation of approved waivers.** ACDU, FTS, and SELRES personnel serving on an approved HYT waiver for a specific assignment, obligated service, or program who are no longer able to fulfill the assignment, obligated service, or program for which the waiver was approved may be subject to having their waiver cancelled. Commands must liaise with NAVPERSCOM (PERS-

8354) for ACDU and FTS Sailors, and liaise with (PERS-913) for SELRES Sailors via their CO for disposition of waiver cancellations. CNPC is the final disposition authority for cancelling waivers. If the previously approved waiver is cancelled, ACDU and FTS Sailors will be separated within 120 days of cancellation, unless they have sufficient time to transfer to the Fleet Reserve or retire. SELRES personnel must be removed from SELRES status by the end of the month in which the HYT waiver cancellation occurred, and will transfer to the voluntary training unit (VTU) (if desired) active status pool (ASP), or Retired Reserve (with or without pay) if retirement eligible, see reference (a).

6. **HYT and Advancement**

a. ACDU, FTS, and SELRES Sailors beyond the established HYT date for their present pay grade on the first day of the advancement cycle (see table below) are ineligible for advancement consideration, unless they have received an approved HYT waiver from NAVPERSCOM (PERS-8354) for ACDU personnel or NAVPERSCOM (PERS-913) for SELRES members.

<b>If ACDU/FTS competing in below advancement cycle...</b>	<b>Then must be on ACDU on...</b>
E-4/5/6 March exam	1 July same year
E-4/5/6 September exam	1 January following year
E-7 January exam	1 September same year
E-8/9 March/April board	1 July same year

<b>If Reserve competing in below advancement cycle...</b>	<b>Then must be in SELRES status on (first day of the cycle)...</b>
E-4/5/6 February exam	1 July same year
E-4/5/6 August exam	1 January following year
E-7 February exam	1 September same year
E-8/9 March board	1 July same year

b. ACDU, FTS, and SELRES Sailors who exceed the HYT limit for the next higher pay grade are not eligible for advancement regardless of circumstance.

7. **HYT and Involuntary Separation Pay (ISP)**. ACDU and FTS personnel who are separated due to HYT gates, and are advancement eligible at the time of separation, may be eligible for full ISP. References (b), (c), and MILPERSMAN articles 1910-050 and 1920-020 outline ISP definitions, criteria and policy.

a. In order to be eligible for any amount of ISP, ACDU and FTS members must have completed at least 6, but less than 20 years of active service, and must enter into an agreement to serve in the Ready Reserve for a period of not less than 3 years.

b. To preclude unwarranted ISP recoupment action by Defense Finance and Accounting Service (DFAS), commands separating Sailors in pay grades E-5 and below for HYT, who are otherwise fully retainable, shall enter a reentry code of "RE-6" in Block 27 of member's DD-214 Certificate of Release or Discharge from Active Duty.

8. **HYT and SELRES**. SELRES personnel who reach HYT must be removed from SELRES status by the end of the month in which the HYT date occurred. NAVPERS 1070/613 entry required below shall be entered and verified in the member's electronic service record (ESR) and hard copy shall be printed from ESR, signed and submitted to NAVPERSCOM, Records Management Policy Branch (PERS-313) to be filed in the member's official military personnel file. The following criteria apply:

a. If eligible, member may request transfer to the Retired Reserve (with or without pay). See reference (a) for guidance on requesting transfer to the Retired Reserve.

b. Member may request transfer to the ASP to continue accruing qualifying service for a non-regular retirement. Members electing this option will not be eligible to reaffiliate in a SELRES status without obtaining an approved waiver from NAVPERSCOM (PERS-913) and are no longer eligible for advancement. At time of transfer to the ASP, the following NAVPERS 1070/613 entry shall be made:



(Date): I request transfer to the Active Status Pool (ASP) due to having reached High Year Tenure (HYT) for my pay grade per MILPERSMAN 1160-120. I acknowledge that I may request retirement with/without pay (if eligible). I understand that I am not eligible to return to a SELRES status in the future without receiving a waiver from NAVPERSCOM (PERS-913). I acknowledge that I am not authorized to participate for advancement in rate.

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
(Witness Signature)

c. Member may request transfer to the VTU and continue to drill in a nonpay status. VTU assignment will be subject to the following restrictions:

(1) Member must maintain satisfactory participation requirements as outlined in reference (a).

(2) Member will not be permitted to return to a SELRES status without receiving a waiver from NAVPERSCOM (PERS-913).

(3) Member will not be permitted to participate for advancement.

(4) In addition to the NAVPERS 1070/613 remarks required in paragraph 8b above, the following NAVPERS 1070/613 entry shall be made for personnel who volunteer for VTU assignment:

(Date): I request assignment to the Voluntary Training Unit (VTU) in a nonpay drill status due to having reached High Year tenure (HYT) for my pay grade per MILPERSMAN 1160-120. I understand that I must maintain satisfactory participation requirements as outlined in BUPERSINST 1001.39F. I understand that I am not eligible to return to a drill pay status in the future without receiving a waiver from NAVPERSCOM (PERS-913). I acknowledge I am not authorized to participate for advancement in rate.

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
Witness Signature

d. If no action is taken by member as indicated above, the NRA responsible shall transfer the member to the IRR and the following NAVPERS 1070/613 entry shall be made:

(Date): Transferred to the Individual Ready Reserve (IRR) this date due to having reached High Year Tenure (HYT) for pay grade per MILPERSMAN 1160-120.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
(Witness Signature)

9. **Reenlistment Terms and Criteria**

a. ACDU and FTS E-1 and E-2 personnel cannot reenlist or extend unless approval is granted via NAVPERSCOM, Career Progression Division (PERS-8).

b. SELRES E-3 through E-9 personnel may extend or reenlist for any period of time per MILPERSMAN 1160-030 or MILPERSMAN 1160-040. However, personnel whose extensions or reenlistments will exceed pay grade HYT for their current pay grade will have the following NAVPERS 1070/613 entry made:

(Date): I understand that this reenlistment/extension will exceed High Year Tenure (HYT) for my current pay grade. I also understand retention in a SELRES status beyond HYT is not authorized unless granted a waiver per MILPERSMAN 1160-120. If not granted an HYT waiver, I will be transferred to the Individual Ready Reserve (IRR) for a remainder of my enlistment unless I request retirement, if otherwise eligible.

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
(Witness Signature)

10. **ACDU Operational Support (ADOS)/ Mobilization Restrictions**

a. Orders in the ADOS category are ADSW and temporary recall. The following rules apply to ADOS:

(1) HYT is not a disqualifying factor for ADOS.

(2) Prior to executing orders, SELRES who will reach their HYT date while on ADSW or temporary recall orders will be transferred to the VTU, unless approved for a HYT waiver that expires after return from ADOS.

(3) Sailors in an HYT status while on ADSW or temporary recall are ineligible to participate for advancement in rate, unless member has an approved HYT waiver and is not HYT for the next higher pay grade.

b. The following rules apply to voluntary contingency orders (VCO):

(1) The extension of a Sailor in support of a mobilization requirement under the authority of reference (d) beyond the expiration of applicable authority under reference (e), not to exceed 1095 days out of the previous 1460 days.

(2) HYT is not a disqualifying factor to execute VCO.

(3) Upon reaching HYT date, SELRES on VCO will be transferred to the VTU while still on orders. Sailors reaching HYT may continue on orders, but are not eligible for advancement without an approved HYT waiver.

c. The following rules apply for mobilized Sailors under the authorities listed in reference (f), Figure 1-1, mobilization authorities:

(1) HYT is not considered as a factor in mobilization.

(2) Sailors who reach their SELRES HYT date during a period of mobilization shall not be demobilized due to this status.

(3) Upon reaching HYT date, SELRES on mobilization will be transferred to the VTU while still on orders. Sailors reaching HYT may continue on orders, but are not eligible for advancement without an approved HYT waiver.

#### 11. **Special Considerations regarding HYT**

a. **Twilight Tour Eligibility.** ACDU and FTS E-9 personnel receiving an HYT waiver will forfeit twilight tour eligibility.

MILPERSMAN 1300-600 defines and discusses twilight tour eligibility.

b. **Limited Duty (LIMDU) Status.** ACDU and FTS personnel in a LIMDU status and approaching mandatory HYT retirement, mandatory HYT transfer to the Fleet Reserve, or mandatory HYT separation will only be retained on ACDU if actually hospitalized (in-patient), or if their case has been accepted by the physical evaluation board for disability determination.

c. **Selected for Officer Appointment.** Reservists selected for an officer appointment who are at or beyond their HYT date shall be transferred to the VTU unless a waiver in the SELRES is authorized.

d. **Reduction in Rate:**

(1) ACDU and FTS Sailors reduced in rate are authorized to complete the current enlistment only if it expires on or before the HYT gate of the new pay grade.

(a) When the soft expiration of active obligated service (i.e., EAOS plus any extensions) exceeds the HYT LOS gate of the reduced pay grade, separation must occur within 180 days from the date of reduction in rate, unless granted an HYT waiver, reinstated, or subsequently advanced. Short term extensions may be authorized when a Sailor has insufficient obligated service remaining to reach the 180-day separation timeline to ensure adequate transition time.

(b) When HYT date is greater than 180 days following reduction in rate, the Sailor will be separated at the HYT LOS gate, if prior to the SEAOS, or at SEAOS if prior to his or her HYT LOS gate, if the Sailor is ineligible to reenlist or extend to the HYT LOS gate of the reduced pay grade.

(c) OPNAV (N133) will manage nuclear-trained Sailors who are reduced in rate, and will be the final disposition authority for HYT separations.

(2) SELRES reduced in rate are authorized to complete their term of enlistment when their expiration of obligated service is before the HYT limiting gate of the new pay grade. If the new HYT limiting gate has already been exceeded at the time

the Sailor is reduced in rate, or the HYT limiting gate is less than 180 days, the Sailor must be transferred to a nonpay status within 180 days from the date of their reduction in rate, unless they are granted an HYT waiver, reinstated, or are subsequently advanced.

(3) ACDU and FTS Sailors who have completed 18 years, but less than 20 years of service and are subsequently reduced in rate, shall be retained on ACDU until they are eligible to transfer to the Fleet Reserve unless they are discharged under other provisions of law.

(4) SELRES Sailors who have completed 18 years, but less than 20 years of qualifying service and are subsequently reduced in rate, shall be retained in a SELRES status until they are eligible to transfer to the retired Reserve with or without pay, unless they are discharged under other provisions of law.

**e. Procedures to Correct HYT Dates**

(1) If it is determined that an HYT date for an ACDU or FTS Service member is incorrect, contact NAVPERSCOM (PERS-8354) for verification and subsequent correction to the EMF. SELRES personnel must contact their supporting NRA.

(2) HYT gates for OSVETs in pay grades E-4 and below are computed based on total active Navy service only. In order to update the EMF to reflect a corrected HYT date, commands should send the following documents to NAVPERSCOM (PERS-8354):

(a) A copy of Service member's initial enlistment contract;

(b) A copy of each of the Service member's DD 214s or a DA 1506 Statement of Service reflecting all periods of military service (in any branch).

12. **Miscellaneous**. Per reference (g), ACDU, FTS, and SELRES personnel shall appear before a career development board 24 months prior to reaching HYT.